Minutes of The Annual Meeting of Avon Dassett Parish Council

Thursday 24th May 2018 at 7.30 pm

The meeting commenced at 7.30pm

1) Election of Chairman: Trevor Gill: Proposed: Mike Blakeman, seconded: Darrell Muffitt. Vice-Chairman: Mike Blakeman: Proposed: Trevor Gill, Seconded: Darrell Muffitt. Acceptance of Office forms were completed at the meeting.

   Data Protection Officer: Clerk: Proposed: Mike Blakeman, seconded: Darrell Muffitt.
   Data Protection Overseer: ADPC. Proposed: Trevor Gill, seconded: Darrell Muffitt.

2) Present: Trevor Gill, Mike Blakeman, Darrell Muffitt, Clerk (Helen Hide-Wright), Councillor Fielding. 2 members of the public.

   Apologies: Martyn Heard, Liz Hirst, Councillor Williams (work). Apologies accepted by the Parish Councillors.

3) Confirm minutes of last Annual Meeting held on 22nd May 2017: Accepted by the parish Council. Proposed: Mike Blakeman, seconded: Darrell Muffitt. Signed and dated by Trevor Gill.

   a) http://www.avondassettparishcouncil.com/app/download/7818096/20170522+Avon+Dassett+PC+Annual+Meeting+Minutes.pdf

4) Financial Report

   a) RFO certification of accounts: Properly representing receipts and payments 2017-2018 financial year. The accounts were accepted. Proposed: Mike Blakeman, seconded: Darrell Muffitt.
   b) Approval of ADPC EOY Accounts (Appendix 1).

      The accounts were accepted. Proposed: Mike Blakeman, seconded: Darrell Muffitt.
      i) http://www.avondassettparishcouncil.com/app/download/10311812/20180331+Financial+Report+For+Year+2017+-++2018.pdf

   c) Signing of ADPC Accounts by Trevor Gill.

   d) Audit: Consideration and signing and dating of Annual Governance Statement: The annual governance statement was accepted. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

   e) Audit: Signing and dating of ADPC Account statement: The accounting statements were considered and accepted. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

   f) Audit: Consideration and signing of Accounting Statements 2017/1: The accounts were accepted. Proposed: Mike Blakeman, seconded: Darrell Muffitt.

   g) Internal Audit Report for the 2017-2018 financial year: The internal Audit report had been circulated in advance of the meeting.
      i) http://www.avondassettparishcouncil.com/app/download/7402977/20180516+ADPC+Internal+Audit+Redacted.pdf

5) Annual review of:

a) Avon Dassett Emergency Plan
   i) http://www.avondassettparishcouncil.com/app/download/10286373/20180524+ADPC+Emergency+Plan+Redacted.pdf

b) The Fixed Assets List
   i) http://www.avondassettparishcouncil.com/app/download/10183010/20180331+ADPC+Fixed+Assets+Schedule.pdf

c) The Non Financial Standing Orders
   i) http://www.avondassettparishcouncil.com/app/download/10268597/20180524+ADPC+Non-Financial+Standing+Orders.pdf

d) Banking Standing Orders and Direct Debits (HMRC, Information Commissioners Office, Npower, Warwickshire Pension Fund)
   i) http://www.avondassettparishcouncil.com/app/download/10268698/20180331+ADPC+Schedule+Of+Direct+Debits++Standing+Orders.pdf

e) The Financial Regulations
   i) http://www.avondassettparishcouncil.com/app/download/10269042/20180524+ADPC+Financial+Regulations.pdf

f) Risk Assessment
   i) http://www.avondassettparishcouncil.com/app/download/10267799/20180524+ADPC+Risk+Assessment.pdf

g) Planning Policy
   i) http://www.avondassettparishcouncil.com/app/download/10182031/20180524+ADPC+Planning+Standing+Orders.pdf

h) Data Protection
   i) http://www.avondassettparishcouncil.com/app/download/10269036/20180524+ADPC+Data+Protection+Policy.pdf

i) Freedom of Information
   i) http://www.avondassettparishcouncil.com/app/download/10182698/20180524+ADPC+FOI+Policy.pdf
   ii) http://www.avondassettparishcouncil.com/app/download/10182699/20180524+ADPC+FOI+Schedule.pdf

j) Reserves
   i) http://www.avondassettparishcouncil.com/app/download/10182197/20180524+ADPC+Reserves+Policy.pdf

k) Retention of Documents
   i) http://www.avondassettparishcouncil.com/app/download/10182682/20180524+ADPC+Retention+of+Documents+Policy.pdf

All of the report updates were scrutinised and accepted by the Parish Councillors. Proposed: Darrell Muffitt, seconded: Mike Blakeman.

6) Charities Report: None.

District Councillor John Fielding reported that there has been a recent change in the leadership at the District Council. Councillor Fielding presented a full report to the Ordinary Meeting held on 24 May 2018.

County Councillor Chris Williams was unable to attend the meeting but submitted the following report:

We are now at the end of the first year that the Conservative Group has been in full control of the administration at Shire Hall. Previously, we were the largest party but not in overall control. Throughout the past year there has been a strong message from government that austerity continues and this is the second year of a three-year savings plan. I must reassure you that the County Council's finances are in a sound state unlike our neighbours, Northamptonshire. The pressures have been brought about by a reduction in the amount of support we receive from central government. Mandatory services have been maintained despite a 30% reduction in staffing over the last six years.

When I first became elected in 2009, the budget was some £120 million more than the present level. Warwickshire is performing well when compared with other authorities. Unemployment is 2.9% compared with a national average of 4.5%. Productivity is 10% higher than the West Midlands average and there are now more than 25,000 businesses registered in our county. Warwickshire is a popular county in which to live. As well as wealth creation the expanding population and increase in housing numbers brings its problems to the infrastructure especially traffic on our roads. Our budget for 2018/19 provides £100,000 for extra staff in the Highway Planning Section to help with logistics.

From our budget of nearly £470 million, £132 million will allocated to Adult Care and £57 million to Children's welfare. i.e. Fostering, Adoption and Safeguarding. To put these figures into perspective the total budget for the District Council was £12 million. To continue the strong financial position of the County Council as well as maintaining growth and the well-being of the less well off, we need to increase our revenue by some £45 million over the next two years. Further savings through staff efficiencies will provide £25 million of this sum, increases in housing numbers will produce £9 million and the proposed increase in Council Tax for this year produces £10 million. Basically, a 1% increase in Council Tax produces £2 million in revenue.

Last year I predicted that we intended to increase our Care Staff and I am pleased to report that over the past year we have employed an additional 40 Carers to help with the adult care responsibility.

Some 25 children currently in the care of the County Council have been accepted by various Universities including three places to Oxbridge. This is a remarkable success story when compared to other authorities. We currently have over 700 children in care and our Fostering and Adoption Services are recognised nationally for their enviable reputation.

I am proud to represent Kineton & Red Horse Division at Warwickshire County Council and that with all the gloomy predictions we are able to administer the authority with no reductions in any of our front-line services.

7) Member Reports: None.

The meeting closed at 7.50pm.

Appendix 1.

ADPC End of Year Accounts

Bank Balance at 31st March 2017	£14,951
Precept for 2017/8	£13,050
Receipts 2017/8	£ 3,400
Payments 2017/8	£10,968
Balance carried forward at 31st March 2018	£20,433

AVON DASSETT PARISH COUNCIL 2017 - 2018 FINANCIAL YEAR
31 March 2018

	Actual			Budget
Receipts				
Precept	£13,050.00			£13,050.00
Bank Interest	£6.29			£0.00
Burial Ground	£0.00			£0.00
Miscellaneous - Funds From Village Functions	£748.00			£0.00
Hire of Reading Room, car park etc	£35.00			£0.00
Mowing Refund From Stratford District Council	£509.09			£0.00
Election Fees Re The Use Of The Reading Room	£620.00			£0.00
Sundry Unbudgeted Receipts	£393.65			£0.00
VAT Reimbursement	£1,088.11			£0.00
TOTAL RECEIPTS	**£16,450.14**	**£0.00**	**£0.00**	**£13,050.00**

Payments (Annual expenses)	Actual	Ring Fenced Funds	Net Expenditure	Budget
The Reading Room				
Reading Room: Cleaning	£0.00		£0.00	£180.00
Reading Room: Electricity Supply	(£348.00)		(£348.00)	£300.00
Reading Room: Maintenance	(£453.94)	£272.94	(£181.00)	£1,000.00
Reading Room: Rates	£0.00		£0.00	£100.00
Total Reading Room	**(£801.94)**	**£272.94**	**(£529.00)**	**£1,580.00**
Administration				
Staff costs:				
Clerk's Pay	(£3,752.13)		(£3,752.13)	£4,000.00
Administration Expenses	(£360.12)		(£360.12)	£470.00
ADPC Pension Contribution	(£239.82)		(£239.82)	£0.00
Employee Pension Contribution	(£35.70)		(£35.70)	£0.00
ADPC Training	(£140.00)		(£140.00)	£250.00
Audit Fees	(£195.00)		(£195.00)	£200.00
Data Protection	(£35.00)		(£35.00)	£0.00
Election Fees	£0.00		£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00
WALC subscriptions	(£95.26)		(£95.26)	£100.00
Insurance	(£472.36)		(£472.36)	£600.00
Total Administration	**(£5,325.39)**	**£0.00**	**(£5,325.39)**	**£5,620.00**
Village Maintenance				
Street Light Maintenance	£0.00		£0.00	£0.00
Street Light Electricity Supply	(£485.31)		(£485.31)	£750.00
Village Maintenance & Mowing	(£2,440.79)	£509.09	(£1,931.70)	£2,500.00
Tubs Etc	(£133.60)		(£133.60)	£250.00
Total Village Maintenance	**(£3,059.70)**	**£509.09**	**(£2,550.61)**	**£3,500.00**
Playground				
Playground Lease & Inspections	(£100.80)		(£100.80)	£100.00
Playground Equipment and Repairs	(£432.73)		(£432.73)	£250.00
Playground General Maintenance	£0.00		£0.00	£250.00
Total Playground	**(£533.53)**	**£0.00**	**(£533.53)**	**£600.00**
Communications & IT Expenditure				
Website	(£224.14)		(£224.14)	£400.00
Communications & Surveys	£0.00		£0.00	£0.00
IT Software & Hardware	(£973.50)	£393.65	(£579.85)	£200.00
Total Communications & IT Expenditure	**(£1,197.64)**	**£393.65**	**(£803.99)**	**£600.00**
Miscellaneous				
Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00
Other - Section 137	£0.00		£0.00	£0.00
Community Projects	(£50.00)		(£50.00)	£1,000.00
Total Miscellaneous	**(£50.00)**	**£0.00**	**(£50.00)**	**£1,150.00**
TOTAL PAYMENTS	**(£10,968.20)**	**£1,175.68**	**(£9,792.52)**	**£13,050.00**
TOTAL RECEIPTS	**£16,450.14**			

Ring Fenced Funds

	01 April 2017	Deposits	Withdrawls	31 March 2018
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£359.13	£0.00	(£272.94)	£86.19
IT Equipment & Software	£291.75	£256.29	£0.00	£548.04
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,310.00	£500.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Deposit Account Balances As At:	**£12,350.88**	**£756.29**	**(£272.94)**	**£12,834.23**